

SECRET

23 APR 1951

Advisor for Management

Assistant Director for Research and Reports

Request for T/O change - Requirements and Control Division

1. It is requested that the table of organization of the Requirements and Control Division, O/RR, be adjusted to conform more realistically with the current operations of the Division. The recommended revision (attached) covers a total of 37 positions on the fiscal year 1952 basis; asterisks indicate positions not to be filled before 1 July 1951.

2. The revision incorporates two changes:

a. The position of Research Assistant in the Office of the Chief is requested at grade GS-7, rather than GS-6. This position has developed into a Junior Professional, rather than a clerical, function. For instance, the incumbent assists the Division Chief in handling the defector program and operational liaison; also adapts O/RR reading requirements to needs.

b. The grades in the Reading Section of the Control Branch are revised downwards on the basis of three months' experience in the operation. Originally these readers were expected to allocate, screen, do abstracting and some evaluations of material. Because of the volume of work (400 - 500 documents, plus 200 - 300 cables, daily) and other considerations, it has been necessary to eliminate all but the allocating function and the minimum requisite screening.

3. The changes listed in paragraph 2 are tentative and subject to final allocation by the Wage and Classification Division. Position descriptions are now being prepared on the basis of current operation. Therefore, it is requested that this T/O change be approved promptly in order that the positions may be established at the earliest possible moment.

151

MAX F. WILLIAMS

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S/AD/RR: [REDACTED]

cc: Management O&I
Wage & Class. 1
O&D/RR 2 ✓
D/R 1
S/AD/RR 1

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O/R-2